ROLE DESCRIPTION

Job Title	Employment Officer – Early Years Education
Salary Band	SCP 27-32
Reporting to	Joe Keegan (Team Leader)
Directorate	Investment and Delivery Directorate
Service Area and sub area	Delivery – Employer Brokerage Service
Team	Employer Brokerage
Political Restriction	No

1. Primary Purpose of the Post

As part of a whole system response to supporting recruitment and retention in the Early Years Sector, Liverpool City Region Combined Authority have received Grant funding from the Department for Work and Pensions for five Early Years Education sector specialists to work with unemployed people seeking to get into Early Years Education roles in nurseries, schools or potentially becoming self-employed as Childminders. The role is situated within the forward-thinking Investment and Delivery Directorate, working closely with Early Years Employers, the CA's Employment and Skills Policy Team; a committed team of Local Authority Early Years; Ways to Work teams in each Council and local Job Centre Plus teams.

This is a multi-faceted role that includes increasing recruitment and retention into Early Years; supporting interested people into work in this critical Sector and supporting parents and carers to learn more about the financial support that is available to them as part of the DWP Childcare offer.

Located in Job Centres within the Liverpool City Region, Early Years Employment Officers will engage with residents and employers, ensuring alignment with other employment and skills programmes to maximise the impact of resources. Through focused and coordinated activity, the programme will align with existing employer engagement teams' work and networks, maximising local relationships, avoiding duplication and maximising impact within each of our LAs to the benefit of residents and employers.

2. Your responsibilities

The Combined Authority is seeking an enthusiastic, professional business facing individual to:

- Deliver virtual and face to face awareness sessions around what it is like to work in the Early Years Sector
- Register and hold a caseload of all customers with an interest in that sector
- Identify customer transferable skills from previous roles or experience

- Identify skills gaps for each customer based on sector knowledge
- Link with employers with vacancies to understand skills required
- Design bespoke routeways based on employer needs
- Link with Adult Skills Programme providers to design bespoke routeways and refer customers
- Work with providers to design and deliver training not currently available through the Adult Skills Programme
- Work with the CA's Employment and Skills Policy Team in order to align activity to the wider CA response to supporting the Early Education Sector.
- Link with Jobcentre Plus who will procure skills training "Skills Boost" using FSF bulk buy process based on specific customer and employer needs
- Provide intensive matching and job brokerage to employers in that sector once skill training is complete
- Tailor support to meet the individual needs to enable them to move into the early years sector

3. General Corporate Responsibilities

- To promote and implement the Combined Authority's Equal Opportunities Policy in all aspects of employment and service delivery.
- To ensure all Combined Authority Standing Orders and Financial Procedure Rules are upheld, both personally and within the Directorate.
- To ensure (in collaboration with others) that continuous improvement, value for money and best value are delivered by all areas of the Combined Authority by challenging existing practices, setting targets for improvement and intervening as necessary.
- In collaboration with public, voluntary and private sector partners drive the Combined Authority's agenda for excellent customer service
- To have an awareness of and comply with the Combined Authority's policies and procedures
- To fulfil any other duties commensurate as reasonably directed
- To commit to continuous professional development as appropriate.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

4. Recruitment Plan

Competency Based Interview
Assessment

Key words:
Terms candidates may search to find this job online

Early Years Education, Skills Brokerage, Employment Support, Employment Officer

PERSON SPECIFICATION

Job Title: Employment Officer – Early Years Education

Criteria		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
1. Qualified to Level 3 or above (although professional experience and track-record of operating at an appropriate strategic level will be acceptable).	**D**	**A/I**
2. Evidence and commitment to continuous personal and professional development.	**D**	**A/I**

Experience and knowledge	**E = Essential D = Desirable**	**Identified By**
3. Excellent knowledge and understanding of apprenticeships and other education and skills programmes*.	**E**	**A/I**
4. An understanding of the needs and issues facing Early Years Education and Childcare employers	**D**	**A/I**
5. Good working knowledge of local and national skills and employment provision	**D**	**A/I**
6. Experience of delivering employment and skills related advice, guidance and support programmes for employers.	**D**	**A/I**
7. Energy and ability to work accurately and deliver high standards of work to tight deadlines.	**D**	**A/I**

Skills and abilities	**E = Essential D = Desirable**	**Identified By**

8. Excellent interpersonal skills to be able to work well with colleagues and participants*.	**E**	**A/I**
9. Able to work on your own initiative and have effective time management skills.	**D**	**A/I**
10. Evidence of quality, time management and organisational skills	**D**	**A/I**
11. Ability to interpret data and make recommendations for action.	**D**	**A/I**
12. Being able to maintain accurate records and information.	**D**	**A/I**

Personal Attributes	**E = Essential D = Desirable**	**Identified By**
Self-motivated and able to manage own workload.	**D**	**A/I**

Core Behavioural Competencies	**E = Essential D = Desirable**	**Identified By**
Ability to work well as part of a team	**D**	**A/I**
Able to work independently in order to deliver against targeted outcomes.	**D**	**A/I**

Key to Assessment Methods:
**Please specify for each criterion, column to be removed for external posting.*

A - Application
I – Interview